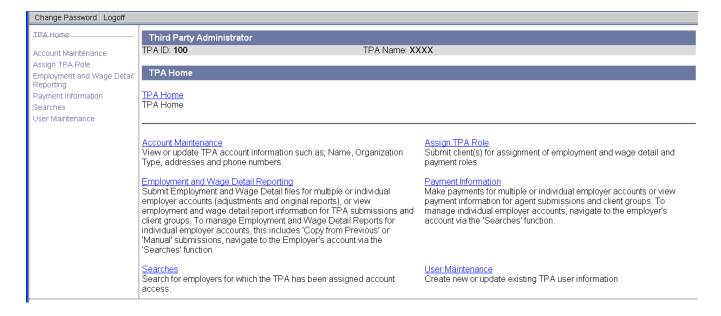
ASSIGN TPA ROLE

Introduction

This section of the document will explain how an authorized TPA can self-assign the roles - 'Wage Detail - Update/Submit' and 'Payments - Update/Submit' in order to perform corresponding functions on behalf of an employer. In order for TPA (s) to self assign these roles, they must be pre-authorized by the DUA.

Step-by-Step Instructions:

1. Navigate to the TPA home page. If required, please refer to the section 'Logging In'. The following page will appear.



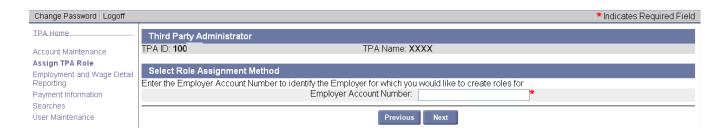
- 2. Click on the link 'Assign TPA Role'. This link will be available only if your account has been authorized by the DUA for self assigning roles.
- 3. The following page will appear. If you wish to assign roles manually using the online method, enter your choice using the radio buttons and continue to the next step. Otherwise, proceed to step 6 for instructions to use the file upload method.

NOTE: The 'Online' method allows only one employer account to be associated with the TPA account at a time. To add more than one employer, the process should be repeated. The 'File Upload' method allows more than one employer to be added at a time.

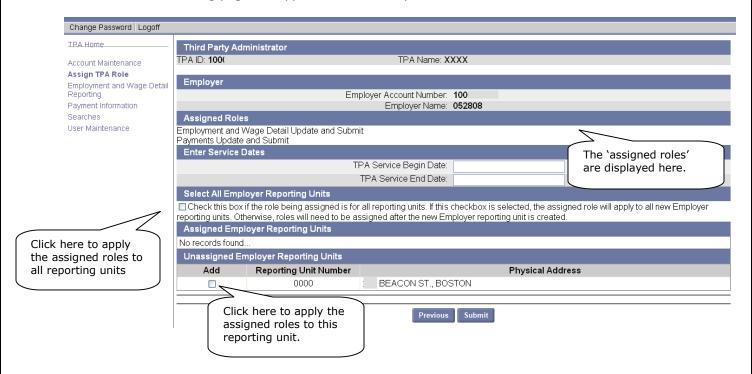


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4. The following page will appear. Enter the employer account number and click 'Next'.



5. The following page will appear. Enter the required information and click on 'Submit' to continue.



- 6. A confirmation will appear on the next page indicating the role assignment process is complete.
- 7. Continued from step 3: Choose 'File Upload' using the radio buttons.



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NOTE: File Format Instructions

Upload a .txt file with the following data to assign employment and wage detail and payment to you on behalf of your client(s): The file should like below:



- The first row of the file should contain the TPA ID (Max 9 characters)
- The second row and the subsequent rows should contain the employer details in the following order:

EAN (Max 8 characters),Unit Identifier (1 = All Existing and New Units, 0 = Some of the Existing Units),Reporting Unit (Leave blank if "1" entered above. If 0, only enter one reporting unit per record. If multiple units need to be assigned, submit a record for each unit),Begin Date (MMDDYYYY),End Date (MMDDYYYY)

8. The following page will appear. Locate and upload the text file containing the employer- role assignment details using the 'Browse' button. Click 'Next' to process the uploaded file.



9. The confirmation page will appear indicating that the upload process is complete.

